



*LAKE LINGANORE DOLPHINS SWIM TEAM  
BYLAWS AND ARTICLES OF INCORPORATION*

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**Name:**

The organization shall be known as the Lake Linganore Dolphins Swim Team. The code used for abbreviation purposes shall be LLD. The LLD is developed and implemented through a Board of Directors, herein referred to as the “Board”. The LLD will abide by the Frederick Summer Swim League (FSSL) rules and regulations. A swim season consists of eight consecutive weeks, including the All-Star Meet, which runs from approximately the beginning of June through the end of July.

**Purpose:**

The LLD supports swimming as an outstanding summer activity that promotes fitness and teaches athletes to strive for physical performance beyond what would be possible in other sports. Swimming is an exciting individual and team sport.

**Mission:**

The mission of the LLD is to provide a quality instructional summer swim program for youth ages 5-18 that introduces them to competitive swimming.

To support this mission, the LLD will:

- Teach proper swimming fundamentals in a fun-loving, competitive environment.
- Promote teamwork, pride, and a sense of community through caring interactions with teammates and coaches.
- Develop leadership, communication, and coaching skills for experienced swimmers in a collaborative setting.

### ***Article I: The Board***

The Board is composed of a President, Vice-President, Secretary, Treasurer, IT Representative, Team Representative, Marketing and Social Media Representative, Events Coordinator, Coach Liaison and At-Large Member(s). Board members are volunteers who are elected to the position through the present quorum of a general LLD meeting. A Board member can hold any position for an unlimited duration and is not required to have a child on the LLD.

**Quorum** – A quorum shall be met for the Board with over 50% votes cast in favor by Board members. In the event that not enough Board members are present at any given meeting, electronic communication may be sent to the absent members detailing the purpose of the vote. A reply to the electronic communication casting his/her vote is accepted.

**Nominations** – Nominations are accepted through volunteers or recommendations. Openings on the Board shall be made known to the parents of all swimmers during the End-of-Year team event or through electronic communication as vacancies arise during the off-season. Interested candidates shall be given the opportunity to interview with the sitting Board so that candidates can learn more about what will be expected of them if appointed, and so that sitting Board members can learn more about the candidate's qualifications and suitability for the position. A list of nominees will be presented at a LLD Board meeting. A quorum or more votes is required to place a nominee in the position desired.

**Removal/Resignation** – Board members may only be removed by a majority vote of the current Board members or through resignation.

**Board Positions** – Each member of the Board shall perform the duties listed below as well as those delegated by the President as situations or needs arise. Board members shall provide constructive feedback to the Board and recommend changes to provide an

improved experience for the families and swimmers of the organization. The titles and duties of the Board members are:

**President** – The President shall serve as Chairman of the Board and preside over all meetings of the Board and Committees. The President will schedule and attend meetings as necessary to prepare the swim team for the summer season. The President will guide long-range planning including coaching staff, practice structure, swim meets, and budgeting. The President will act as the chief liaison (along with the Coach Liaison) between the Board, the coaching staff, and the Lake Linganore Association (LLA). The President shall coordinate the application and interview process of the coaching staff. The President of the swim team is authorized to access team funds and act as the alternate to the Treasurer.

**Vice-President** – The Vice-President shall perform all duties listed above in the absence, incapacity, or resignation of the President. The Vice-President will oversee all LLD Committees and assign Board members as liaisons to Committees as needed. The Vice-President shall ensure the swim program carries adequate insurance for the upcoming swim season.

**Secretary** – The Secretary shall keep, or compile when not in attendance, the minutes of all Board and Committee meetings. A draft of meeting minutes will be available to Board members within three (3) days after a meeting for Board approval. A final format of the minutes will be sent to all Board members electronically within two (2) days after the draft is approved. The Secretary shall draft correspondence to represent the swim team as needed. The Secretary shall update the swim team families' registration records and ensure each family account is available for registration for the upcoming season. The Secretary shall maintain yearly records of the LLD in order to maintain the integrity of the swim program over time. The Secretary should also make

**Treasurer** – The Treasurer shall have the care and custody of all the funds with the LLD. The Treasurer shall deposit monies in the name of LLD into the checking account. The Treasurer shall sign checks to pay all approved expenses the swim team incurs. The Treasurer will maintain records indicating the source of each deposit or expense, as well as maintain receipts of expenses, for each Committee. The Treasurer will maintain accurate records as required for tax purposes and submit them to the appropriate tax accountant for submission to the appropriate government agencies in a timely manner. At Board meetings, the Treasurer shall provide a financial report of the current account balances and

Committee spending/receipts. The Treasurer shall maintain historical account records in order to maintain the integrity of the swim team's funds over time and make recommendations to the Board regarding budgeting for future expenditures. The Treasurer will secure sponsorships from the community and ensure the funds are collected and deposited accordingly.

**IT Representative** – The IT Representative shall set up and maintain the technology and supporting software needed to maintain the LLD member database and run the swim meets. The IT Representative will work with the Treasurer and Team Representative to set up the software for swimmer registration. The IT Representative will communicate updates to software applications and provide training for Board members and coaching staff as needed. The IT Representative shall attend FSSL IT meetings and functions as necessary to prepare the swim team for the summer season. During the season, the IT Representative will manage the meet entry files, run the technology during home swim meets, and compile relevant reports and meet results for the coaching staff and Board. The IT Representative shall make recommendations to the Board regarding budgeting for future IT expenditures.

**Team Representative** – The Team Representative will attend FSSL meetings and functions and communicate FSSL information to the Board. The Team Representative has the overall authority for ensuring that swim meet set-up requirements are met; including but not limited to: coordinating with other Team Representatives, ensuring volunteer positions are filled, etc.

**Coach Liaison** - The Coach Liaison shall serve as the primary liaison between the LLD members, the coaching staff, and the Board. The Coach Liaison will coordinate potential coach interviews (President and at least 1 additional Board Member to also attend), plan coach meetings to discuss upcoming season, help facilitate equipment checks and a list of new equipment to be considered for Board approval. The Coach Liaison will coordinate interviews for CIT positions (2 additional coaches and 2 Board Members to be present). The Coach Liaison will provide general information for potential swim team members and will help to coordinate the new/returning member registration event.

**Events Coordinator** - The Events Coordinator will plan, organize and facilitate all social events outside swim practice and swim meets including: potlucks, spirit nights, and the End of Season Party. All monies to be spent must be approved prior by the Board.

**Marketing and Social Media Representative** – The Marketing and Social Media Representative shall ensure advertisement of the LLD’s upcoming season through the LLA, local media, social media, and electronic team communications. The Marketing and Social Media Representative will also send weekly communication to LLD members through a weekly newsletter and approved social media platforms. The Marketing and Social Media Representative will update the team website with announcements, event information, calendar items, and documents.

**At-Large Representative** – The At-Large Representative shall not have fixed duties or responsibilities but instead shall fulfill the duties identified by the Board to address unmet Board needs as well as assist any Board Member as assigned by the President.

## ***Article II: Committees***

The Board may utilize a number of sub-committees, herein referred to as “Committees”, to facilitate the work of the LLD. The type and number of Committees may vary depending upon the needs of the LLD. Each Committee shall be headed by a Committee Chair and may have Assistant Chairs based on the scope of work. Committee Chairs and Assistant Chairs are solicited from LLD members in good standing and may serve by volunteer, nomination, or by Board appointment. The procedures for volunteer, nomination, or appointment of those serving on Committees will be determined by the Board. The decision to add or remove standing Committees will be completed by the Board on a yearly basis. The titles and descriptions of the current LLD Committees are:

- **Concessions Committee:** The Concessions Committee purchases, prepares, and sells concessions at home swim meets. The Concessions Committee coordinates donations of food, drinks, and supplies for LLD meets and events as needed. The Concessions Committee organizes volunteers to set-up, serve, and break down the concessions area. The Concessions Committee ensures that all concessions meet Frederick County Health Department standards.
- **Event Planning Committee:** The Party Planning Committee plans and coordinates various social events for the team, including but not limited to, pep rallies, poster parties, team meals (breakfasts/dinners), and the End-of-Year Team Event.

- Officials Committee: The Officials Committee coordinates the Stroke and Turn Judges for the swim season. The Officials Committee advertises the required FSSL training for new and returning Stroke and Turn Judges. The Officials Committee creates the meet schedule for trained Stroke and Turn Judges, ensuring there are two stroke and turn judges per half from each team for each swim meet.
- Team Apparel Committee: The Team Apparel Committee identifies vendors for individual and team apparel sales. Team Apparel will be advertised to parents and swimmers for purchase. The Committee will organize times for apparel displays and fittings as needed.
- Volunteer Committee: The Volunteer Committee maintains the volunteer job descriptions and updates the number of volunteers needed for each meet/event. The Volunteer Committee monitors the check-in/completion process of jobs during meets/events and records of all volunteer jobs filled in the team database. The Volunteer Committee reports any additional volunteer jobs needed to the Board.

### ***Article III: Meetings***

The Board shall hold monthly meetings as required to provide a venue for the Board to conduct routine business, set-up the upcoming swim season, and discuss both successes and areas of improvement after the swim season. All meetings shall be closed except the April team meeting where the Board will provide an open forum for LLD member input. LLD members may share questions and concerns for the Board to discuss in writing at least four (4) days prior to the posted meeting date for any closed monthly meeting.

The Board shall use meetings to:

- Elect the members of the upcoming season's Board. Both new and returning candidates must be present to be inducted into the Board for the upcoming season. The process of nominating and voting in members is outlined in [Article I](#) under Nominations.
- Discuss and agree upon the budget for the upcoming swim season. The budget shall be agreed upon by a majority vote with a quorum of five (5) or more present or voting via electronic communications within seven (7) days after the meeting.
- Provide Committee status updates to the Board following Committee meetings. Chairs and Assistant Chairs of Committees may be invited to present at Board meetings as needed.

- Review the successes and areas of improvement for the LLD as well as each Committee. Determine whether to add or remove standing Committees for the upcoming swim season.

Notice of date and time of all Board meetings will be communicated to LLD members at least ten (10) days prior to such meeting.

A quorum or more Board members shall be necessary at Board meetings to vote in new policies or to change existing policies. In the unfortunate event that a quorum is not present at a meeting, a vote may be obtained through electronic communications. The communication must contain the purpose of the new policy or change in policy prior to holding a vote. Votes submitted through electronic communications must be received within seven (7) days after the meeting upon which the vote was taken.

Special Board meetings may be held for specific reasons as called by the President or Vice-President in order to vote to execute or change a policy or policies that severely impact the Lake Linganore Swim Team. Special Board meetings must be communicated to all current members of the Board at least four (4) calendar days in advance of the meeting.

#### ***Article IV: Membership***

The LLD is open to registration for children ages 5-18, as of June 1st of the current swim season. The family registering their child (or children) is **required to be a member of the Lake Linganore Association (LLA)**. Returning LLD team members (as of the 2018 season) who are not members of the LLA may continue as members **until the swimmer(s) leaves the LLD or ages out**. In accordance with the LLA, the total size of the team is limited to 180 swimmers.

**Fees** – Fees associated with membership will be communicated through the team website: <https://www.lakelinganoredolphins.com>, electronic communications, and approved social media platforms prior to registration for the upcoming swim season.

Families are charged a \$250 fee per family per season which may be earned back through volunteering. Volunteer information is addressed in [Article VI](#) under Volunteer Requirement.

**Summer Team Registration** – Membership recruitment occurs in two phases in the spring prior to each swim season:

- **Returning Families (March/April)** – Returning families may register returning swimmers and add new swimmers from their families via the registration website. The deadline for returning swimmer registration will occur seven (7) days after registration opens before it opens to the public.
- **Prospective Families (March/April)** – The number of prospective family registrations will be based on the number of available spots after the registration deadline for returning families. Prospective families may submit a registration request form after returning swimmer registration has been open for seven (7) days. Prospective families will be randomly selected through a lottery until the team has reached 200 swimmers (180 for Summer Team and 20 for Pre-Team). The remaining registration requests will be placed on a waitlist, and families will be invited to register when a spot opens prior to submitting the final team roster to the FSSL.

**Swimmer Evaluation** – New (first-time) swimmers registering for the LLD and all Pre-Team swimmers must participate in a swim evaluation. Swimmer requirements for each swim group will be shared with potential members electronically. New LLD members with prior swimming experience may present their times to the Head Coach in lieu of the swim evaluation. Swimmers who do not meet the requirements for their swim group may be recommended for another swim group or issued a refund.

**Pre-Team Registration** – New swimmers aged 8 and under who require a little extra attention before they are ready to join the competitive team may join the Pre-Team, when available. Pre-Team swimmers must be able to swim one length of the pool independently but may not have a formal freestyle or backstroke. Once on the Pre-Team, they may be able to join the competitive team any time during the season when they are ready as determined by the Head Coach and the swimmer.

All swimmers (returning or new) must have registered, submitted the required documentation, submitted the volunteer check, and paid in full prior to the first swim practice of the season to remain in good standing. Swimmers who are not in good standing may not attend practice or may be removed from the LLD membership as determined by the Board.

## ***Article V: Coaches***

**Hiring** – The Board is responsible for interviewing, hiring, and overseeing the Head Coach and coaching staff. The Board may designate the Head Coach to lead or



participate in the hiring of the Assistant Head Coach (budget permitting) and Assistant Coaches. The Head Coach and coaching staff will be hired only for the current season. After being hired for the current season, the Head Coach and Assistant Head Coach may only be removed by a majority vote of the current Board members or through resignation.

Notice of application or re-application for coaching positions will be communicated during the off-season. Interviewing and hiring a Head Coach (or Coaches) shall be completed by the end of February. Assistant Coaches shall be interviewed and hired prior to May. All LLD coaches are subject to a criminal background check.

**Head Coach** – The head coach is responsible for:

- Interviewing and recommending coaching staff to the Board for consideration.
- Supervising and overseeing all coaching staff and swimmers.
- Maintaining a positive attitude toward swimming, respecting all coaches and teammates, and modeling good sportsmanship at all times.
- Designing and running challenging practices that prepare swimmers for upcoming swim meets using proper stroke mechanics, drive and flip turn techniques, and endurance building methods.
- Providing specific feedback to swimmers on practice and meet performance (including disqualifications) to strive for stroke improvement and the development of legal strokes.
- Creating meet entry files for swim meets.
- Organizing and distributing swimmer awards and recognition at practices, meets, and team functions.
- Identifying the condition of practice equipment as well as requesting the replacement of or purchase of new equipment to the LLD Board.
- Responding to communications through the approved LLD coach email account in a timely manner.
- Communicating questions and concerns from the coaching staff, parents, and swimmers to the LLD Board in a timely manner.

**Assistant Head Coach** – The assistant head coach is responsible for:

- Supervising Assistant Coaches and swimmers.
- Maintaining a positive attitude toward swimming, respecting all coaches and teammates, and modeling good sportsmanship at all times.

- Assisting the Head Coach in designing and running challenging practices that prepare swimmers for upcoming swim meets using proper stroke mechanics, drive and flip turn techniques, and endurance building methods.
- Providing specific feedback to swimmers on practice and meet performance (including disqualifications) to strive for stroke improvement and the development of legal strokes.
- Facilitating team-building activities and events for coaching staff, swimmers, and families.
- Assisting the Head Coach in creating meet entry files for swim meets.
- Communicating questions and concerns to the Head Coach in a timely manner.

**Assistant Coaches** – The assistant coaches are responsible for:

- Supporting the Head Coach and Assistant Head Coach.
- Maintaining a positive attitude toward swimming, respecting all coaches and teammates, and modeling good sportsmanship at all times.
- Running challenging practices that prepare swimmers for upcoming swim meets using proper stroke mechanics, drive and flip turn techniques, and endurance building methods.
- Providing specific feedback to swimmers on practice and meet performance (including disqualifications) to strive for stroke improvement and the development of legal strokes.
- Assisting the LLD in all duties deemed necessary to support the swim program by the Head Coach or the Board (e.g., set-up and clean-up of home meets).
- Assisting the Head Coach and Assistant Head Coach in creating meet entry files for swim meets.
- Communicating questions and concerns to the Head Coach in a timely manner.

## ***Article VI: Parental Involvement, Participation, and Support***

As a volunteer organization, the LLD depends on parent involvement to achieve its goals on behalf of the swimmers. Parents are required and expected to support the LLD by participating in and supporting various volunteer opportunities. Swim meets are conducted with parents as officials and volunteers in numerous jobs including the Head Referee, Judges, Timers, and various support positions. Social events are organized and administered by parents to help swimmers enjoy fun experiences associated with the hard work of practices and competitive swimming. Coordinating and managing the administrative and financial responsibilities of the LLD requires the talents of volunteers as members on the Board as well as Committee Chairs and Assistant Chairs. The LLD needs parents to be active, to be involved, to be participants, and to be supportive of

those activities that benefit all swimmers. Supporting the volunteer requirement is essential to the success and future of the LLD.

**Volunteer Requirement** – In addition to the standard registration fee, a separate \$250 volunteer check must be received prior to the first swim practice. Swimmers may not begin practice until the volunteer check is received. Families who meet the following volunteer requirement will have their volunteer checks destroyed at the end of the season.

- Summer Team: Complete a minimum of three (3) volunteer jobs per family
- Pre-Team: Complete a minimum of two (2) volunteer job per family

Families who fail to meet the volunteer requirement will have their check deposited at the end of the season and will forfeit early registration for the following season.

The following positions are exempt from the volunteer requirement as they have met their obligation through their role:

- LLD Board Members
- LLD Head Coach
- Concessions Coordinator(s)
- Event Planning Coordinator(s)
- Officials Coordinator(s)
- Team Apparel Coordinator(s)
- Volunteer Coordinator(s)

### ***Article VII: Team Information***

LLD information can be found on the team website:

<https://www.lakelinganoredolphins.com> and approved social media platforms.

Information may include Team News, Registration Information, Tryout/Practice Information, LLD Board/Coach Information, Swim Meet Schedule, FSSL Regulations, and other items that may pertain to the upcoming swim season.

### ***Article VIII: Amendments***

Amendments to the Bylaws and Articles of Incorporation may be amended at any meeting with a quorum of at least five (5) voting members. The proposed amendment must be provided in writing (including electronic communications) at least ten (10) days

prior to the said meeting. A current copy of the Bylaws will be available through the team website and electronically upon request.

### ***Amendments***

None

### ***Updates***

- Developed: February 2008
- Updated: April 2019
- Updated: March 2020
- Updated: February 2021
- Updated: March 2022
- Updated; March 2024